

Safety Support for Field Office Model (FOM)

Recommended Guidance

What is the Field Office Model?

The Field Office Model (FOM) is an operational concept that seeks to provide better, less expensive service to NAVFAC customers by creating a team of those PWC and EFD forces responsible for procurement of facilities and services. Normally the FOM combines Procuring Contracting Officer (PCO), Administrative Contracting Officer (ACO) and engineering/technical functions under a single Regional Officer in Charge of Contracts (ROICC). The office is responsible for executing all construction and service work within its AOR.

What are the benefits of the Field Office Model?

The FOM will eliminate overlapping and redundancy in functions, processes and services in areas where both an EFD and a PWC operate in close proximity. It enables the sharing of resources and reduces overhead costs, streamlines processes, and increases acquisition skills and knowledge through working more closely with new people and organizations. In addition, having the “tool boxes” of the EFD and PWC in a single office will increase flexibility and responsiveness. The FOM will enable NAVFAC to provide customers with the most efficient and effective service possible, and to better respond to external changes and forces like regionalization, reduced funding and competition.

Who provides Safety Support to the Field Office Model?

Since the FOM contains both PWC and EFD personnel there has been much concern as to how safety support should be handled. Both the EFD and PWC have a vested interest in their personnel and want to continue providing safety services. This can become very confusing for the FOM managers and employees when they have two points of contact and two sources of service for the same safety functions. To realize the benefits and purpose of the FOM (as stated above), EFD and PWC Safety Offices must adjust to this new process and ensure the most efficient and effective safety services possible are provided to the FOM employees. In order to make this happen the following recommendations should be implemented:

- ◆ There should be one point of contact for safety services provided to the ROICC at the FOM. It is recommended that the POC be the EFD Safety Manager. Based on the needs of the FOM (and the responsible party) the EFD Safety Manager will, based on a pre-determined agreement with PWC, provide the service or contract the PWC and have them provide the service.
- ◆ EFD and PWC Safety Managers shall pre-determine areas of responsibility. A list of safety services and service providers shall be developed and maintained. See enclosure (1) for recommendation of safety support. Enclosure (1) is only a recommendation, parties involved must determine services needed at the FOM and which provider (EFD/PWC) is best qualified/funded/staffed to support each identified function. A copy of the final list should be provided to the FOM ROICC.
- ◆ The non-providing EFD/PWC shall be copied on all safety service documents where applicable. For example, training rosters shall be provided by the PWC to the EFD noting any EFD personnel who attended, and vis-a-vis; copies of contractor mishap investigations shall be provided to the PWC on PWC awarded contracts investigated by the EFD; copies of unsafe/unhealthful working condition investigations shall be provided by the PWC to the EFD on all investigations of FOM personnel; etc. The sharing of information is vital to the success of the FOM safety program.
- ◆ EFD and PWC Safety Managers should meet at least quarterly to discuss FOM functions, services, support, and identify any existing problems.

Safety Support

The following is a list of FOM Safety Services and recommended providers. Based on the expertise of the PWC and EFD/EFA Safety Staffs, these services and providers should be revised to meet the needs of the FOM being serviced. A written agreement should be developed between the PWC Safety and EFD/EFA Safety to ensure an efficient and effective safety program for the FOM is implemented.

Service:	Provided by:	Comments:
Building Inspection of FOM offices	PWC	Copies of reports shall be provided to the EFD.
Medical Surveillance of FOM personnel	PWC	*
Respiratory Protection Program for FOM personnel	PWC	*
Issuance of Personal Protective Equipment to FOM personnel	PWC	* EFD to reimburse PWC for equipment cost
Develop/issue/review of SOPs for FOM personnel	PWC	*
Training of FOM personnel	PWC	* To include all training required by OPNAV INST 5100.23D.
Construction Safety Training (Awareness and ROICC/FSC correspondence course)	EFD	**
Investigations and reporting of FOM personnel mishaps	PWC	*
Investigations of contractor mishaps and completion of the FAIR reports	EFD	**
JAG Investigations	Responsible party for the contract	

* Copy of documentation/reports for effected EFD personnel shall be provided to EFD Safety Manager.

** Copy of documentation/reports for effected PWC personnel shall be provided to PWC Safety Manager.

*** Copy of documentation/reports for effected PWC contracts shall be provided to PWC Safety Manager.

Service:	Provided by:	Comments:
Unsafe/Unhealthful Complaints by FOM personnel	PWC	* For complaints made through the Navy system, PWCs should investigate and work with EFDs for corrective action.
Unsafe/Unhealthful Complaints to OSHA or referred by OSHA	Responsible party for the contract	If an OSHA complaint is received on a contract, it is the responsibility of the activity who awarded the contract to investigate. Reports should be shared between safety offices.
Response to Emergencies of FOM personnel	PWC	*
Confined Space Testing for FOM personnel	PWC	*
IH Review of FOM offices/personnel	PWC	*
IH Monitoring for government	PWC	*
Asbestos Control Program for FOM personnel	PWC	*
Hearing Conservation & Noise Abatement Program for FOM personnel	PWC	*
Sight Conservation for FOM personnel	PWC	*

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** Copy of documentation/reports for effected PWC personnel shall be provided to PWC Safety Manager.

*** Copy of documentation/reports for effected PWC contracts shall be provided to PWC Safety Manager.

Service:	Provided by:	Comments:
Ergonomics Program for FOM personnel	PWC	*
Lead Program for FOM personnel	PWC	*
Confined Space Entry Program for FOM personnel	PWC	*
Bloodborne Pathogen Program for FOM personnel	PWC	*
Contract Man-hour Reports	EFD	**
RAC/CLEAN Support	EFD	**
Plans, Spec, Contract Reviews	EFD	***
<ul style="list-style-type: none"> - Contractor Safety Plans - Plan & Spec Review - Design Constructability Review - Asbestos/Lead Paint Removal Plans - PHL/PHA Review/Certification - UST Consultation 		
On-site Consultation/Support for Contracted Projects/Services	EFD	***
<ul style="list-style-type: none"> - Pre-construction meeting preparation and attendance - Contractor job site evaluation/inspections - On-site consultation - Response to contractor site emergencies 		

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** Copy of documentation/reports for effected PWC personnel shall be provided to PWC Safety Manager.

*** Copy of documentation/reports for effected PWC contracts shall be provided to PWC Safety Manager.